

How to Setup a Third Party Pin

Charter Oak's CASHNet® payment portal allows students to assign a login for a third party benefactor to submit payments on their behalf

Users have the option to allow third party payers to view electronic bills, notifications and receive Payment Plan e-mail notifications

Third party authorized users will only have access to make payment, view payment history and balances on the student account. The granting of a third party logon does not allow access to financial aid information, grades or other online student information

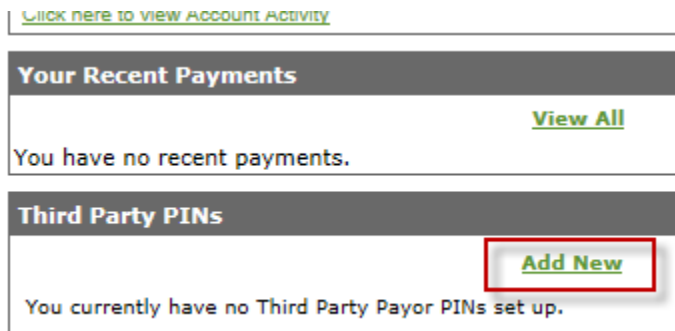
Step 1: Log into the ACORN student portal (<https://acorn.charteroak.edu/ics>)

Step 2: Select the "My Finances Tab" from the navigation bar at the top



Step 3: Click the "My Account Balance" link to enter the secure payment portal

Step 4: Navigate to the lower left-hand of the payment system page. You will find a third party payer pin option link



Step 5: Create a unique user ID and enter a valid e-mail address. Choose your desired level of access for the 3rd party benefactor.

Notice about Authorized Users:

Authorized Users have access only to make a payment, payment history and balance on the student account. They do NOT have access to financial aid, grades or other online student information.

A screenshot of the "Third Party Payor PIN" form. The form contains the following fields and options:

- Third Party Payor PIN: text input field
- Email Address: text input field
- Confirm Email Address: text input field
- Add a note to the welcome email (optional): text area
- Should this person...
 - be allowed to log in? (radio buttons for Yes and No)
 - have permission to access electronic bills and if so, also receive electronic bill email notifications? (dropdown menu for "Access & Receive Emails")
 - receive Installment Payment Plan email notifications? (radio buttons for Yes and No)

At the bottom, there are "OK" and "Cancel" buttons. Two callout boxes are present:

- The first callout box points to the "Third Party Payor PIN" field and says: "From here the user will create the password for their 3rd party payer in the 'Third Party Payor PIN' box, then enter the e-mail of the desired payer"
- The second callout box points to the "Access & Receive Emails" dropdown menu and says: "The user can now select the informational access for their 3rd party payer, upon completion click 'Ok' to deliver the logon and password information"

The system will deliver an e-mail to the Authorized User's valid e-mail address with the indicated pin.

Direct link to 3rd Party Payer Login

<https://commerce.cashnet.com/charteroakpay?LT=P>